

Frequently Asked Questions

The following information is to provide you with basic information regarding the grant application process for Round Three.

THE DEADLINE DATE FOR THIS ROUND OF GRANTS IS MARCH 1, 2007

Section One-ADMINISTRATIVE INFORMATION

1. Can we submit information we used in our previous grant application to your office?

No, you should not rely on information that you have submitted in a previous grant application to be submitted as substantive material for this round of funding.

CCHE considers each round of funding independently from one another. The questions as well as the criteria used to rank the applications has been revised from previous applications, and thus using information supplied in a previous grant application may not be relevant for this round of funding.

2. What is CEQA and what is necessary for my project to comply with CEQA?

The California Environmental Quality Act (CEQA) was created by the Legislature to help maintain a high-quality environment for the people of this State, and to provide that public agencies consider the impacts of their actions prior to approving or undertaking activities that may have an adverse effect on the environment, and to mitigate those impacts where possible . (Public Resources Code, Sec. 21000 et seq.)

All grant funding approvals under this grant program are discretionary decisions, and accordingly, must comply with CEQA. The application of CEQA to CCHE funding approvals varies depending on the facts and the type of activities that are part of each proposed Project. CCHE staff will work with each applicant to help determine how it applies to your project.

Some Projects may involve a prior discretionary decision by a local city or county agency, or another State agency. Often the earlier public agency approval of the Project will include CEQA documentation. In those cases, the applicant should be sure to provide all the documentation that was used in the earlier public agency CEQA process to CCHE staff. CCHE can then consider the documentation for the prior agency decision, and make the appropriate findings as a Responsible Agency. You should be aware that not all public agency decisions require CEQA documentation. For example, a ministerial decision, such as the issuance of a building permit that complies with all local codes, is not

the type of discretionary approval that triggers CEQA.

In cases where no other public agency is making a discretionary decision on the Project before an applicant has applied to CCHE for funding, CCHE is likely to be the Lead Agency. In cases where CCHE will serve as the Lead Agency, CCHE staff will need to evaluate the potential environmental impacts of the Project and prepare the appropriate CEQA document for CCHE Board approval. The Board cannot make a decision on funding without the appropriate CEQA review and findings.

In some cases, a Project may involve a type of activity that is eligible for a categorical exemption. For example, the preservation or restoration of an historical resource in a manner consistent with the Secretary of Interior's Standards for the Treatment of Historic Properties is normally eligible for an exemption. For this type of Project, the CCHE staff will review the proposed Project, and make a recommendation to the Board as to what the appropriate CEQA action is.

3. May project grants be used to pay for reports that will allow us to be in compliance with CEQA? *(Updated 2/14/2007)*

No. In order to be eligible for funds under the CCHE Project Grant, you must be in compliance with CEQA before funds are approved for funding for your project. Planning grants, however, may be used to help document CEQA requirements.

4. If our project has already complied with the National Environmental Policy Act (NEPA), do we still have to comply with CEQA? *(Updated 2/14/2007)*

Yes. CCHE relies on state funding and the approval of state funding for a project triggers the requirement for CEQA compliance.

5. Are Indian Tribes subject to CEQA? *(Updated 2/14/2007)*

Yes. CCHE, as the state entity approving the grant, must ensure that each project is in compliance with CEQA.

6. Are Historic Structure Reports eligible for planning grants? *(Updated 2/14/2007)*

Yes. Typically, Historic Structure Reports are considered an important and necessary document that can directly benefit a capital assets project.

7. If federal funding is used for a project, do we need to fulfill the National Environmental Policy Act (NEPA)? *(Updated 2/14/2007)*

This will be dependent on your federal funding source. It is advised that you check directly with the source of your federal funding to see if NEPA is required.

8. Can we apply for funds for a portion of a larger capital project? *(Updated 2/14/2007)*

Yes. CCHE funds are available to applicants who wish to complete a distinct phase of a larger capital project or for an entire project.

9. Can I apply for a planning grant to start the creation of a historical district? (*Updated 2/14/2007*)

CCHE Planning Grants are available to applicants who wish to pursue technical documents that directly relate to a capital assets project. A historical district that does not identify a specific building or buildings as part of a construction or restoration project cannot be considered a capital assets project. Please see the definition of "Capital Assets Project" in Appendix Two of the CCHE Grant Application.

10. Who is the applicant when a public entity owns the property but a "Friends" group raises the funds for the Project? (*Updated 2/14/2007*)

This is not a easy question to answer but it is up to the applicant to decide who should apply when there is the possibility that a choice exists as to who will serve as the applicant.

In addition, please review the information under "Long Term Control" in Appendix One of the CCHE Project Grant Application. CCHE grant applicants applying for Project Grants must certify that they have long-term control of the property, and provide satisfactorily documentation to support the certification. Long-term control includes ownership, lease, easement or joint powers agreement for exclusive control by the applicant of 20 years.

An applicant should carefully review what is required of an applicant and how a grant application will be reviewed. For example, an applicant needs to consider that they will be committing to maintain and manage the project for at least 20 years upon completion of the project. Also, since CCHE does not allow applicants to submit a joint application, or allow for re-grants, financial, operational and programmatic responsibilities will fall on the named applicant.

11. Can a nonprofit public benefit corporation and a public agency jointly apply for a grant?

No. CCHE policy requires that there be one applicant that will be responsible for all phases of the grant. Other organizations may contribute to your Project, and be listed as an individual who will be performing some type of technical task for your Project, but that organization would not be considered an applicant.

12. Where can I find information to assist me in determining the longitude and latitude for my Project?

http://www.geocode.com/modules.php?name=testdrive_eagle

13. Why does CCHE have a DO NOT HARM POLICY and how does this relate, if any, to Section 106 of the National Historic Preservation Act?

CCHE's DO NOT HARM POLICY is predicated on the belief that grant applicants should consider the preservation of historic properties where feasible when implementing their proposed Projects. This may require CCHE grant applicants to comply with various historic preservation regulations or guidelines if their Projects involve or will affect historic properties.

For example, Section 106 of the National Historic Preservation Act, as amended, would require federal agencies or their designated representatives to consider the effects of the proposed federal or federally funding undertakings on historic properties. Therefore, compliance with Section 106 is mandated only for those grant applicants that are receiving some level of federal funding or federal agency participation to assist in the implementation of their proposed Projects.

For further information regarding Section 106 or federal regulations regarding historic properties, please contact the Secretary of Interior's website at www.nps.gov.

14. If a nonprofit public benefit corporation is awarded funding from CCHE, will the Project be audited and how often will it be audited?

All Projects funded by CCHE will be subject to an audit from the Department of Finance. You must therefore keep detailed records of all of your financial activities during the life of your grant and for three years after the conclusion of your Project with CCHE.

15. Do you have a pre-set idea of how the funding will be divided between Project and Planning grants and between Divisions? *(Updated 2/14/2007)*

No. The CCHE Board, the governing board, has not predetermined how funds for Round Three will be distributed.

16. Do you only award the amount requested or will you lower the amount? *(Updated 2/14/2007)*

The CCHE Board, the governing board, will make a good faith effort in providing applicants the amount of funding they are requesting. However, the Board does have the discretion to modify funding of a project. These decisions will be made on an application-by-application basis.

17. Can you please clarify how funds will be disbursed? Lump sum or in phases? *(Updated 2/14/2007)*

CCHE works on a reimbursement basis. After a project has been approved for funding, CCHE will ask applicants to submit a detailed work plan to illustrate discrete phases of their project as part of the formation of the grant agreement

process. CCHE will review this information and either approve or disapprove the phases of a project and the approved phases will be included in the grant agreement. All of the approved phases of a project can be submitted for a reimbursement of funds.

18. How will funds be dispersed by CCHE?

If your application is successful in receiving CCHE funding, you will be asked to complete a form called Work Plan where you will need to indicate the anticipated start date for each task of your Project; what the task is; what the cost of the task is; the source of funding used to complete the task, and the deliverable item. The CCHE staff will review the Work Plan form and approve or disapprove each item listed as an acceptable or unacceptable item eligible for CCHE funding. This Work Plan form will then become a part of your Grant Agreement. Once the Grant Agreement is signed between you and CCHE, you can initiate the tasks outlined in the Work Plan. Once you have completed a task or a series of tasks, you are eligible to submit a CCHE Invoice to CCHE for payment for the work you have completed per task. However, you will not be able to submit more than one CCHE Invoice per month in arrears and payment will not exceed the amount indicated for the approved task. If there are no disputes regarding a CCHE Invoice, there is usually a two-week processing time for CCHE staff to review all the documents and then an additional 2-3 weeks for a check to be issued by the State Controller's Office.

19. Will my CCHE Grant Application become a public document upon submission for funding consideration?

By submitting a grant application to CCHE, the applicant agrees to waive any right to confidentiality of the grant application.

20. Does an applicant only compete against those in their Division? (*Updated 2/14/2007*)

An applicant will be initially reviewed separately and independently. If an applicant for the Project Grant meets the minimum threshold percentage of 70% or more in Sections two, three, and four, it will then be ranked within its Division. It must score within the top 25% of its Division in order for the application to be forwarded to the CCHE Board for consideration.

The CCHE Board will also review each application separately and independently within each Division.

21. Will there be future funding available to those applicants who will be awarded planning grants to apply for future project grants? (*Updated 2/14/2007*)

CCHE is not scheduled to receive future funding at this time, and thus, we will not offer any future grant programs after this round of funding.

22. Once the money is gone, will CCHE continue to exist? *(Updated 2/14/2007)*

CCHE will initiate a phase out plan to close out the office but staff will be retained to monitor projects until they are all completed.

23. If we have applied previously, can we submit the resolution we used during the last round of funding? *(Updated 2/14/2007)*

No. You must submit a new resolution for this Round of funding. CCHE considers each round separate and independent from the previous round.

24. Will a project that received funding in Round Two be eligible to apply for a Round Three grant application? *(Updated 2/14/2007)*

Yes. The CCHE Board does not prohibit applicants who have received funding in previous rounds from re-applying in Round Three.

25. I cannot fill in any information on the Project Grants Application form or the Planning Grants Application form available on this website. Where do I obtain an application form that I can fill in using my computer?

The Round Three Grant Applications links on the CCHE website provide application forms for informational purposes. You can read and print both the Project Grants application and the Planning Grants application, but you cannot use either version to fill in the necessary information for your grant application submittal. You must request the fill-in version of either application by emailing CCHE at endowment@library.ca.gov and providing your name and mailing address. Once completed, your application must be printed and paper copies filed with CCHE according to the instructions contained in the application package.

26. Our Director wants to submit a letter of support for our application. Should we do this and how? *(Updated 2/14/2007)*

Please be advised that your application will be reviewed based on the material that is requested on the Checklist. Letters of support are not requested materials and will not be considered.

27. Do the Articles of Incorporation need to be certified? *(Updated 2/14/2007)*

No. Nonprofit Public Benefit Corporations can provide a copy of their Articles of Incorporation as they have been submitted to the Secretary of State's Office. A certified copy is not required.

28. Can I submit the Resolution from my governing body after the deadline date for application submission? *(Updated 2/14/2007)*

Yes. The Checklist indicates that applicants may submit a draft of the resolution at the time of grant application submission indicating when the governing body is scheduled to approve it, but a signed copy must be received by May 15, 2007.

29. Do you prefer the grant application to be bound or loose? *(Updated 2/14/2007)*

There is no specific requirement as long as the information is submitted in the order that appears on the Checklist.

30. Our architect uses another program to document the work plan. Can we therefore use our architect's version of a work plan even though it does not use the format provided in the grant application? *(Updated 2/14/2007)*

No. You are required to use all of the forms and charts provided in the grant application. We will not review revised or altered versions of information submitted.

31. Will you accept Legislator recommendations? *(Updated 2/14/2007)*

The CCHE Board, our governing body, has adopted a very detailed process on how grant applications will be reviewed and recommended to them for a consideration of funding. It does not include consideration of letters of support or Legislator recommendations and they will not be considered.

For further information, please refer to the grant review process in the grant application.

32. Can we apply for a Project Grant and include components in the work plan that involves parts of the planning phase of our project? *(Updated 2/14/2007)*

Yes. Although a grant applicant CANNOT apply for both a planning and project grant for the same capital assets project, you can apply for a Project Grant that includes the costs of some [NOT ENTIRE] components of the planning phase of your project.

33. What is the maximum amount of information we can submit in our application? *(Updated 2/14/2007)*

Each section of the application has indicated a specific line and page limitation. Please make sure that you are carefully following the information indicated in the grant application for your grant application to be reviewed.

Section Two – THREAD

34. Please clarify the line limitation for Section Two, Part A – Mission, Goals, and Organization. Is it 15 lines per section or 15 lines total?

Your response is limited to 15 lines total for all three-subject areas.

35. Can I reformat information in the charts for Sections Three and Four using a landscape orientation?

No. You cannot submit information requested in a different orientation. You will need to use the portrait orientation that has been provided in the application to submit the information requested.

36. Can we apply for two project grants if they involve different project threads?
(Updated 2/14/2007)

Yes. An applicant can apply for multiple applications involving different physical locations. Each application submitted will be considered as a separate and independent application. The Director/Manager of the entity that is submitting multiple applications must sign a letter with each grant application submitted indicating the order of priority and the reason(s) for the preference.

Section Three – CAPITAL ASSETS

37. Would it be possible for you to convert the charts that we need to complete in Sections Three and Four into Excel format?

We have converted portions of the application in Sections Three and Four into Excel format as of January 25, 2007. Please contact our office for this version of the grant application. It is recommended that contact for the current version of the application be made via email. The office email is endowment@library.ca.gov.

38. My audit for 2006 is not ready yet. Can I use the 2005 audit? (Updated 2/14/2007)

Yes. You are able to submit a previous year's audit but you must indicate when your 2006 audit will be available for review.

39. Can I include the cost of an appraisal conducted on my piece of real property as a part of the planning costs that can be considered an in-kind donation to fulfill the matching fund requirement? (Updated 2/14/2007)

Yes. An applicant that can document that documents developed solely for the capital assets project that were created within one year prior to the date of the CCHE Grant Application deadline of March 1, 2007 can credit these costs toward their matching fund requirement as an in-kind contribution. Please refer to "Planning Costs" in Appendix One of the CCHE Grant Application.

40. Is an outdoor structure such as an amphitheater, bridge or dam considered a capital assets project? (Updated 2/14/2007)

Yes. All of the above mentioned items are usually considered a capital assets project. However, please remember that projects must also demonstrate the other requirements stated in the CCHE Grant Application.

41. Is a landscape considered a capital assets project? *(Updated 2/14/2007)*

Yes. Generally, elements of infrastructure and permanent landscaping are considered a capital assets project.

42. Can we use all in-kind donations to fulfill the matching fund requirement as long as we stay within the capped amounts? *(Updated 2/14/2007)*

Yes. An applicant is eligible to utilize the in-kind donation of services to fulfill their matching fund requirement but it is advisable that the applicant carefully reviews the criteria that will be used to evaluate this section of the grant application.

43. How many bids do you need if your project is selected for a reservation of funding? *(Updated 2/14/2007)*

If your Project receives a reservation of funding from the CCHE Board and is subsequently approved for funding, you will be asked to submit a detailed work plan including the various phases of your project.

Within that work plan you are required to submit information about the tasks, deliverables, costs, and how you will perform the tasks indicated. The individuals who are selected to fulfill the tasks must be selected through a competitive bid process. State standards require at least two bids to be submitted.

If the tasks of your project are unique and can only be performed by a single source, you will need to provide documentation to submit a sole source justification. This information will be reviewed on a project-by-project basis and is explained to the applicant more fully upon receiving a reservation of funding from the CCHE Board.

44. We own the building that we intend to expand for our project. Can we use the appraisal of this building as our in-kind contribution to fulfill the matching fund requirement? *(Updated 2/14/2007)*

No. The CCHE Board is interested in seeing applicants find new resources for their project to fulfill their matching fund requirement. Using an existing piece of real property is not considered a new resource.

45. Can permanent staff working on the project be used as an in-kind contribution of funding toward the match? *(Updated 2/14/2007)*

No. It is important to carefully read the requirements under In-Kind donations for labor in Appendix One of the grant application. Only volunteer time above and beyond the regular course of employment by applicant staff may be counted as an in-kind donation of labor.

46. Does staff include volunteers as well as paid personnel? *(Updated 2/14/2007)*

Yes. If you are utilizing volunteers to perform the same duties and responsibilities that paid staff on your organization are performing, they may be considered as staff.

47. If we do not plan to increase the square footage of our facility, can we still be considered for CCHE funding? *(Updated 2/14/2007)*

Yes. Funding is available for projects that are interested in major rehabilitation or renovation of an existing structure that does not increase the square footage of the facility.

Section Four – CAPACITY

48. How do we prepare a Pro Forma Operating Budget Projection?

This question and answer applies only to nonprofit public benefit corporations applying for a Project Grant.

Nonprofit public benefit corporations are required to submit three years of their Pro Forma Operating Budget Projections pursuant to Section Four, Part E of the CCHE Grant Application for Project Grants.

There is no uniform or identical method to record projections as each nonprofit public benefit corporation has a different way of recording budgetary information.

Applicants should therefore expand upon the method they currently use to record budgetary figures for their past and current expenditures to illustrate their future projections.

49. Can we use a campaign drive to fulfill our matching fund requirement? *(Updated 2/14/2007)*

Yes. However, an applicant will need to document that their matching funds have been confirmed (within their possession as cash funds for the project) within one year after the CCHE Board has given a reservation of funding for the project.

50. Can another institution fulfill the matching fund requirement? *(Updated 2/14/2007)*

Yes. As long as the funds to fulfill the matching fund requirement fall within the requirements adopted by the CCHE Board, an applicant is eligible to use those funds to fulfill their matching fund requirement.

51. When can an applicant begin to spend the matching funds for a project? *(Updated 2/14/2007)*

An applicant can begin utilizing matching funds for their project after the CCHE Board has approved funding for their project. Any funds that are spent prior to this time will not be counted reimbursable by CCHE.

52. How do we document pledges for our project to fulfill the matching fund requirement? *(Updated 2/14/2007)*

The CCHE Grant Application requires the applicant to document the source of their matching funds. An applicant is required to document the amount of the pledge; when the pledge was received and any restrictions. If your project is given a reservation of funding from the CCHE Board, you will be asked at that time to provide further documentation regarding your pledges and will be given one year from the time of the reservation of funding to confirm the pledges.

53. What happens if we cannot select all of the members of our technical team by the deadline submission date? *(Updated 2/14/2007)*

If you are not able to select all of your technical team members by the grant application submission date, you should at least try and identify what type of professionals will be needed to successfully complete your project and get some reasonable estimate of the costs involved for retaining the team members based on the tasks indicated in your work plan.

54. If a loan or line of credit will be used to cover a portion of the match, must we have the loan approved prior to the grant application deadline? *(Updated 2/14/2007)*

If an applicant has not completed all of the necessary steps to secure a loan or a line of credit by the time they submit the grant application, they will be asked to provide this information (if they meet the criteria to have their project reviewed by the CCHE Board) before their Project is heard before the CCHE Board for a reservation of funding.

55. How much information on technical team members do you need? *(Updated 2/14/2007)*

There is not a line limitation for this part of the application. You should at least indicate the type of previous experience the named individuals have had in this type of capital assets project and what their duties will be in your capital assets project.

56. What are the typical reasons for a match waiver? *(Updated 2/14/2007)*

There are no "typical" reasons for a reduction of the 1:1 matching fund requirement. An applicant is required to provide specific data based on the facts and circumstances of their project to document why a reduction of the match is requested. Please refer to "Reduction of a Match" in Appendix One of the CCHE Grant Application.

57. Can we apply for a planning grant to payoff a loan? *(Updated 2/14/2007)*

No. CCHE funds cannot be used to pay off loans, notes, or mortgages.